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9 MAY 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending
9 May 1975

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3. Skeptic Magazine: One Sandra Stencel of Skeptic Magazine has been phoning Recruitment Division, Mr. Thuermer's office and the office of [REDACTED] over the past two months. She was most persistent in her questions with regard to our recruiting practices. On 5 May we received from [REDACTED] a special issue of the magazine, which devotes the entire edition to "SPYING." ("Have the CIA and FBI Gone Too Far?" "Should We Clamp Down on the Intelligence Community?") The articles are written by Philip Agee, I. F. Stone, Tad Szuluc, and speeches of Mr. Colby and [REDACTED] are quoted, among others. One section identifies nine recruiting offices of CIA and explains the procedures of applying. Skeptic is a new publication, we understand, and is published bi-monthly by the Forum for Contemporary History, Inc., Santa Barbara, California. Ms. Stencel is listed as a senior editor.

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4. Retirement Activity: Requests for estimates targeted on 30 June and 31 July are on the increase. There is also a definite interest in retiring if the availability of discontinued service and involuntary retirement options are offered, but the level of this is not as intense as in previous periods. As of 8 May, the number of persons actually signed up to retire between now and 31 July is as follows:

Civil Service	25
CIARDS	44

5. Summer Intern Recap: Fifty-four Summer Interns are in process. Thirty-eight are now fully cleared. The first four are now on duty. Three more will enter on duty during the week of 12 May.

6. Co-op Program:

a. [REDACTED] our Associate Coordinator, visited Drexel University on 6 May. Eleven co-op applicants were interviewed and three were requested to complete applications.

b. The second Co-op Newsletter was distributed to our co-op students and offices on 2 May.

7. Upward Mobility: We now have two fully cleared Upward Mobility candidates for this year's class and another 48 candidates in process for security and medical clearance. Based on feedback from the Security and Medical staffs, this group "looks better -- has fewer problems" than previous groups.

8. Regulation Changes: We forwarded to Regulations Control Branch for publication a revision of [REDACTED] to bring it in line with Headquarters regulations regarding leave for maternity purposes. 25X1A

9. Handbook Distribution: The Handbook for users of PERSIGN Phase I, which describes the data elements in PERSIGN, were received from the printers this week and have been distributed to users.

10. Single Ceiling: Two of the numerous programs required to convert the four personnel systems to a single ceiling have been checked out and found to be correct.

11. Hire the Handicapped Program: The Rehabilitation Counselor from the District of Columbia Rehabilitation Center referred an applicant to us several months ago who was severely crippled by cerebral palsy. He has been in rehabilitation for an extended period and is now able to perform a number of tasks again. We referred him to NPIC for a courier job but learned that they also had a machine operator's job (reproduction) which they wanted to fill and which they felt would be completely safe for him. NPIC is in the process of arranging an interview and, if all goes well, we will put him in process on a 30-hour per week contract basis.

12. OPF Review: Eighty-five employees reviewed their Official Personnel Folders in April.

13. Position Management:

a. In the survey of OJCS, work continued in the Applications Division and the Operations Division.

b. The OC Officer-in-Charge study covering positions at small field stations throughout the world was transmitted to the Director of Communications and has been accepted.

14. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

25X1A [REDACTED] -- Office of Training --
Independent Contractor -- one-time service.

15. Incentive Awards: Six representatives of the Agency attended an Incentive Awards Workshop on 2 May 1975. The program was conducted by the National Capital Chapter, National Association of Suggestion Systems, and the CSC Federal Incentive Systems Office.

16. Engineering Students: Interesting items from the May issue of Engineering Education News:

a. Freshman engineering enrollment is up 22 percent.

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b. Young women engineers have surpassed their male classmates in many areas:

(1) Almost 60% of the women had attained a 2.75 average, while only 50% of the men had attained such grades;

(2) 33% of women engineers earned more than \$17,000 in 1971 compared to 20% of the men in that salary bracket;

(3) 99.4% of women engineers are married, compared to 80.8% of the men and 77.6% of other women college graduates.

Coming Events

1. Work dealing with the preparation of age and grade trends in the DDA will be concluded.

2. We plan to finalize a training program to teach the Agency's telephone operators, the Locator Control Officer, and other selected personnel how to use the new GE Terminex 1200 terminal in conjunction with the CP/CMS system used to produce updated Flexoline strips needed for cover, mail and telephone operations.

3. The May Personnel Officers' Meeting will be held in the Auditorium on 14 May 1975.

(Signed) F. W. M. Janney

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Director of Personnel

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